

6 February 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Agency Correspondence Course Enrollment Increases

During recent months increasing numbers of Agency employees are enrolling in correspondence courses. In addition to the large Office of Communications program on a worldwide basis, utilizing [REDACTED]

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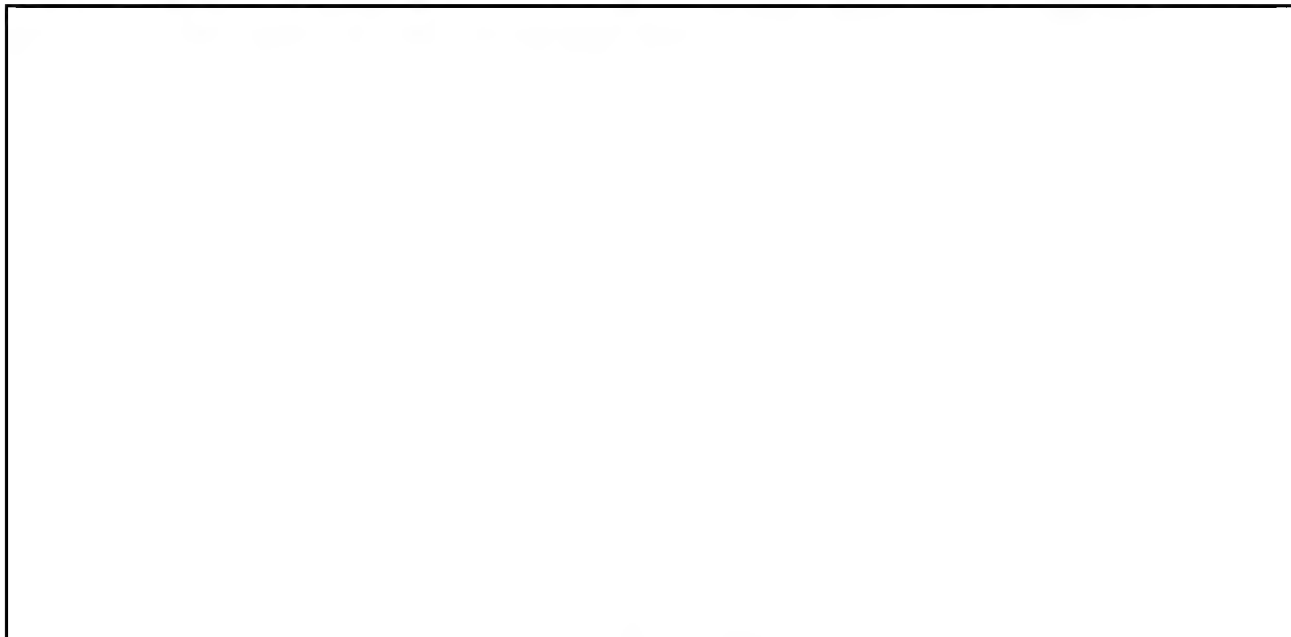
[REDACTED]

[REDACTED] courses, many OC technicians [REDACTED]

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are taking such courses as Basic Supervision and Reports Writing under the US Department of Agriculture Graduate School's correspondence pro-

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2.

Impressive Initial Reports on Berlitz Suburban School

In the past several weeks we have experienced very encouraging results from our first students in external language training at the [] Falls Church branch. Specifically, an FE officer who took refresher training in French, and [] who had three weeks of intensive training, reported complete satisfaction from the []. Among others, an EUR officer is taking evening training in [] another has started his refresher training in [] again everything going smoothly. Although the cost is somewhat higher than downtown facilities, such as the [] travel time and parking fees at some of the suburban installations are often considerably less.

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[] is also opening a suburban branch in Bethesda in February.

3.

Off-Campus Programs Repeat Disappointing Registration Figures

Spring registration for the Agency Off-Campus Program was again disappointing. George Washington University has not permitted running any of the four courses offered because of the extremely low registration totaling 18. All but four of the 18 registrants were accommodated at other Off-Campus installations and only one of the four was Agency-sponsored.

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25X1 Although American University lowered the minimum average to ten students per course, they are permitting us to run nine of the ten courses offered despite our average being just under the required minimum, and two classes have only five students each. Total enrollment in the A. U. program is [] are Agency-sponsored. In the Spring 1968 session there were [] and in Spring 1967 session there were []

Admissions and Information Branch this semester expanded publicity by memoranda to Agency Training Officers and notices in the AIB Weekly Newsletter, placed posters in all buildings and extended registration through 31 January.

4. Army-Navy No-Cost Courses Go Wanting

25X1 Regrettably, some slots had to be turned back to the Navy and Army this week for excellent no-cost courses. One involved two slots in the Price Analysis and Contract Negotiation Course, reported last week. Shortness of time prevented OL from filling them; TSD was also interested but [] prevented use of a slot.

A slot in the 3 February running of the Army Installation Management Course, a three-week no-cost course conducted at Fort Belvoir, also had to be defaulted because neither the Support Services nor the Intelligence Directorate could produce a student.

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5. NIPA Fellow Resigns

We have been alerted by the DDI/CRS Training Officer that [redacted]

[redacted] is resigning from the Agency, effective 11 February. [redacted]

is still under a training agreement; expiration: October 1969. Total obligation is approximately \$2,500. He has accepted a position as

[redacted] This is the first time an

Agency employee under a training agreement has resigned [redacted]

[redacted] and also the first time [redacted] has resigned. CRS

believes [redacted] plans to submit a waiver request to the DD/S.

6. General Cabell, Kirkpatrick on DIS Board

The following persons have accepted invitations to serve on the Board of Visitors of the Defense Intelligence School: (Memorandum concerning DIS Board of Visitors forwarded 7 August 1968)

Admiral Arleigh Burke, USN, Ret.
Lt. General Clovis Byers, USA, Ret.
General Charles Cabell, USAF, Ret.
Dr. James Fletcher, President, University of Utah
Dr. Edward Katzenbach, Vice President, University of Oklahoma
Mr. Lyman Kirkpatrick, Brown University
Mr. Hugh McKean, President, Rollins College
Dr. Edward Teller, University of California

First meetings of the Board will be 24-25 March.

7. Other Training Topics

Language School instructors reviewed a German audio-visual kit produced by Berlitz for Pathescope Educational Films consisting of slide

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sequences which are coordinated with tapes to expand proficiency in listening comprehension. The slides were generally regarded to be excellent -- pictures of modern Germany and people in everyday situations -- and the accompanying tapes similarly well done. We are considering the purchase of the full set of 30 lessons as a supplement to the LS German materials. . . . Members of the Regulations Control Staff have expressed an interest to the Intelligence School in having a special Writing Workshop tailored to the needs of people throughout the Agency who are involved in writing Agency bulletins and regulations. . . .

25X1 [] is in Arlington Hospital recovering from broken-rib injuries inflicted on the icy morning of 29 January, when he slipped and fell on his front steps.

8. Non-Agency Briefings

During the reporting period, the following non-Agency briefings were provided:

25X1 A class of [] students attending the NSA Cryptologic Orientation Course, on CIA interrelationships with NSA. (Nine members of the National Cryptological School faculty also attended. Several of the faculty and at least one student in the class had prior [])

25X1A At the [] members of the General Course, "Targets of Insurgency."

John Richardson

John Richardson
Director of Training